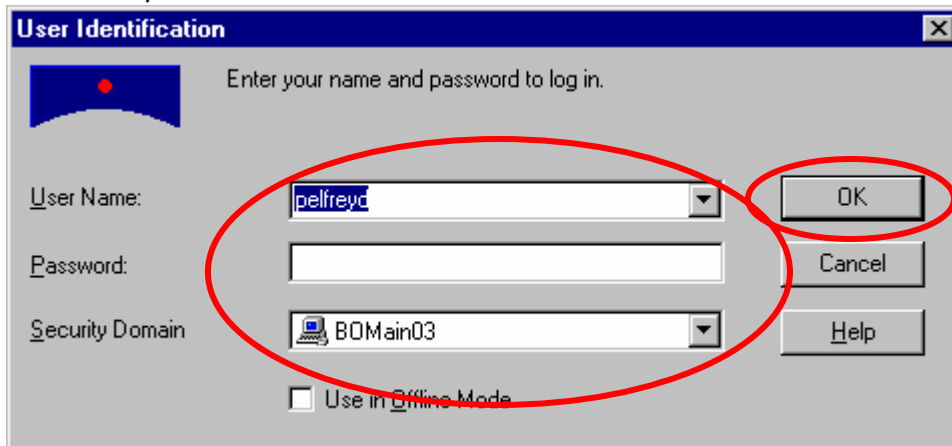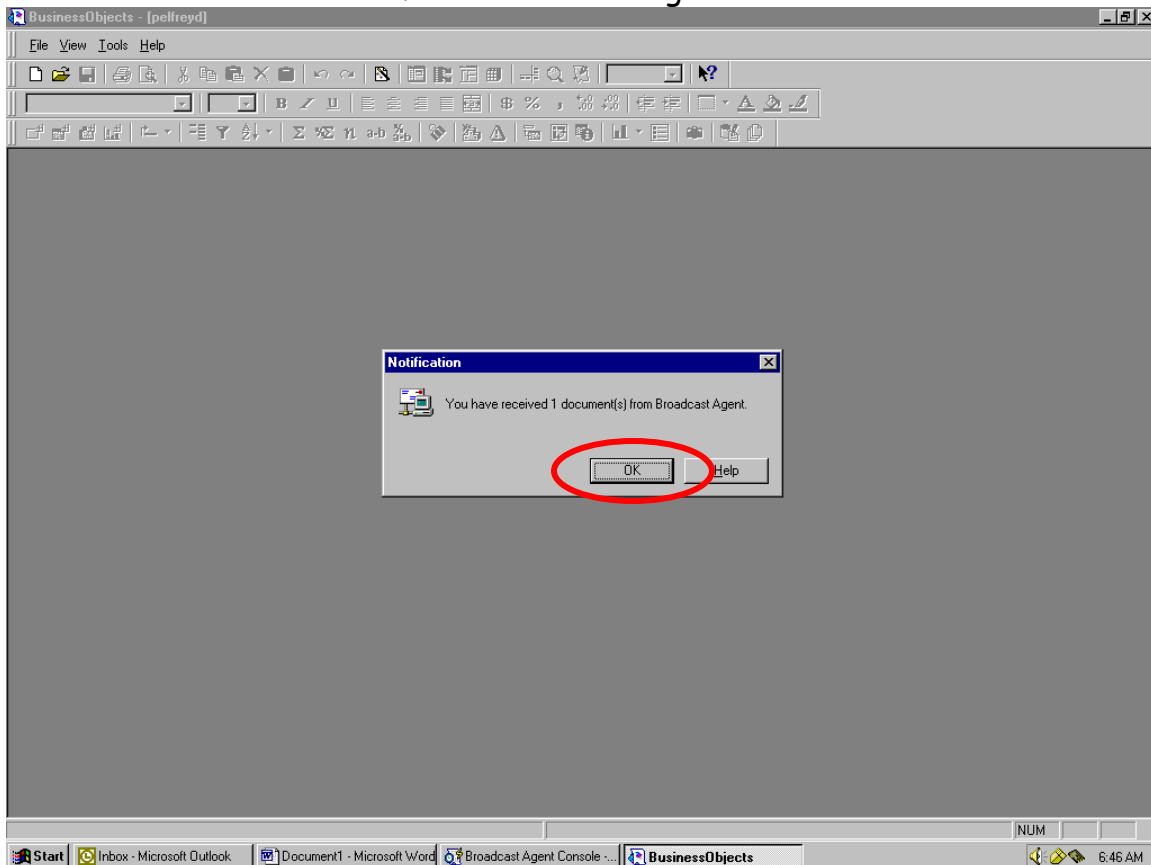# Instructions for Retrieving a Document from Broadcast Agent and Saving the Document
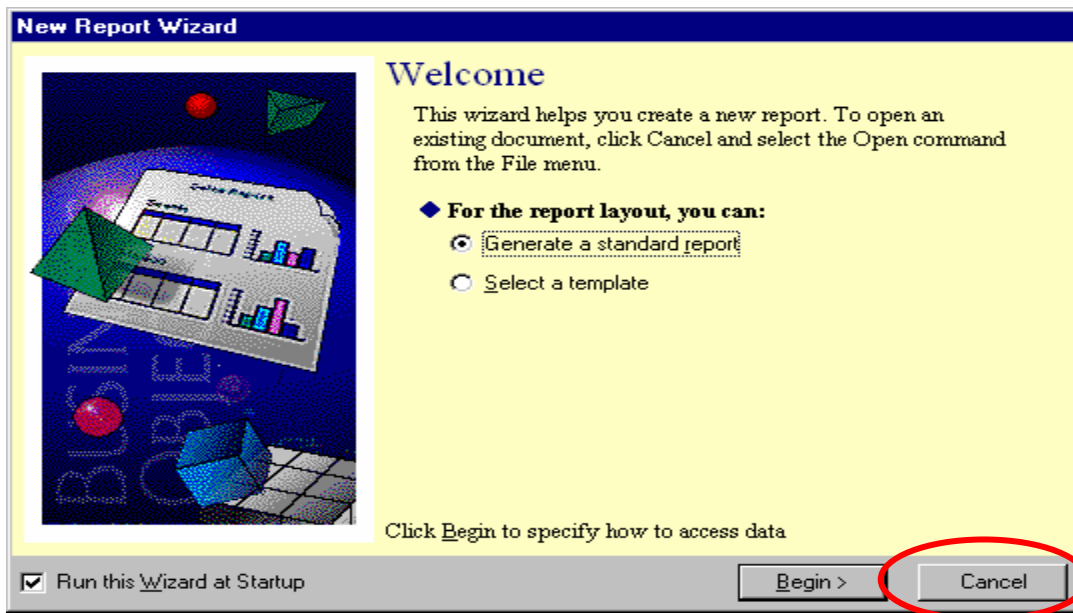
1. Double-click on the Business Objects Icon, enter your User Name and Password, the click the OK button.
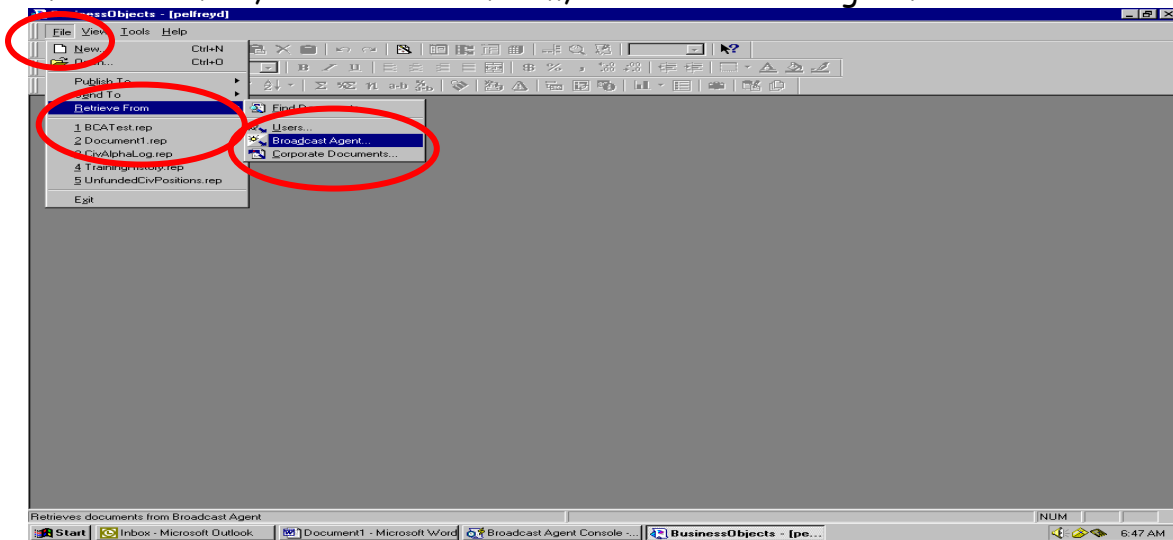


2. When the BusinessObjects screen comes up, it will notify you that you have received a document from Broadcast Agent. Click on the OK button.
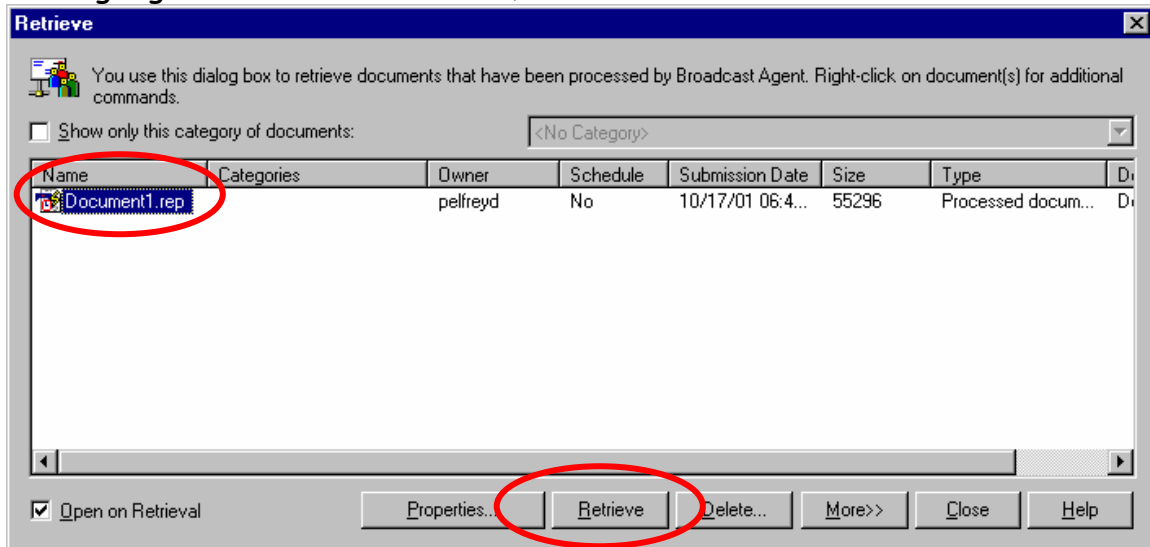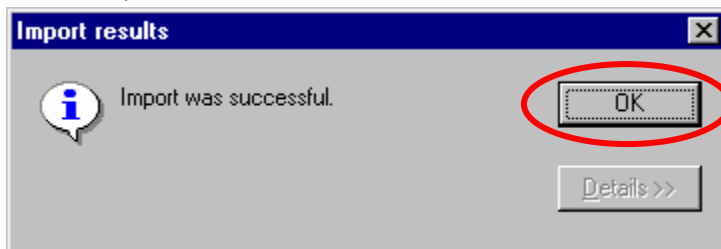
3. Click on the Cancel button.



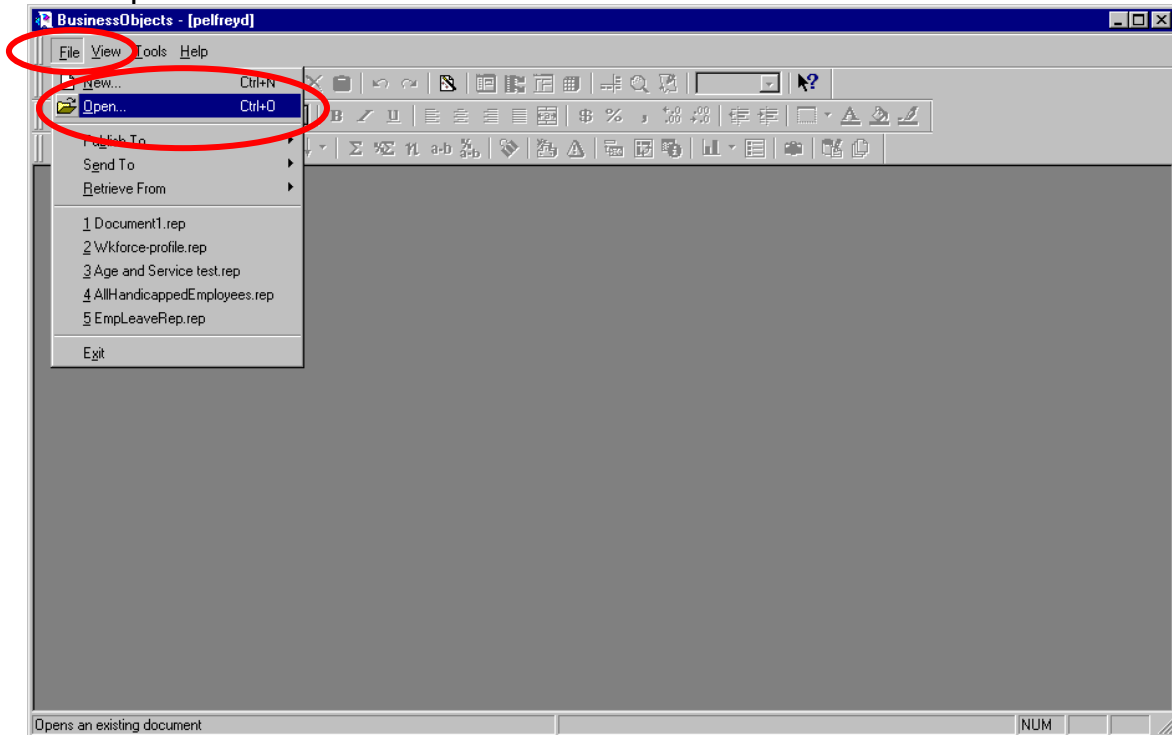4. Click on File, then Retrieve From, then Broadcast Agent.

5. Highlight the Document Name, then click the Retrieve button
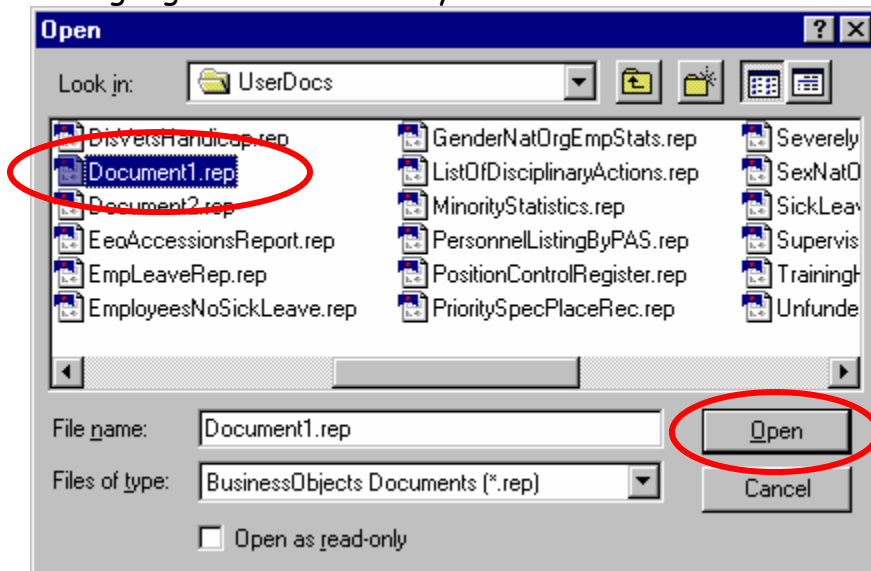


6. You will be notified that the import from Broadcast Agent was successful. Click the OK button.
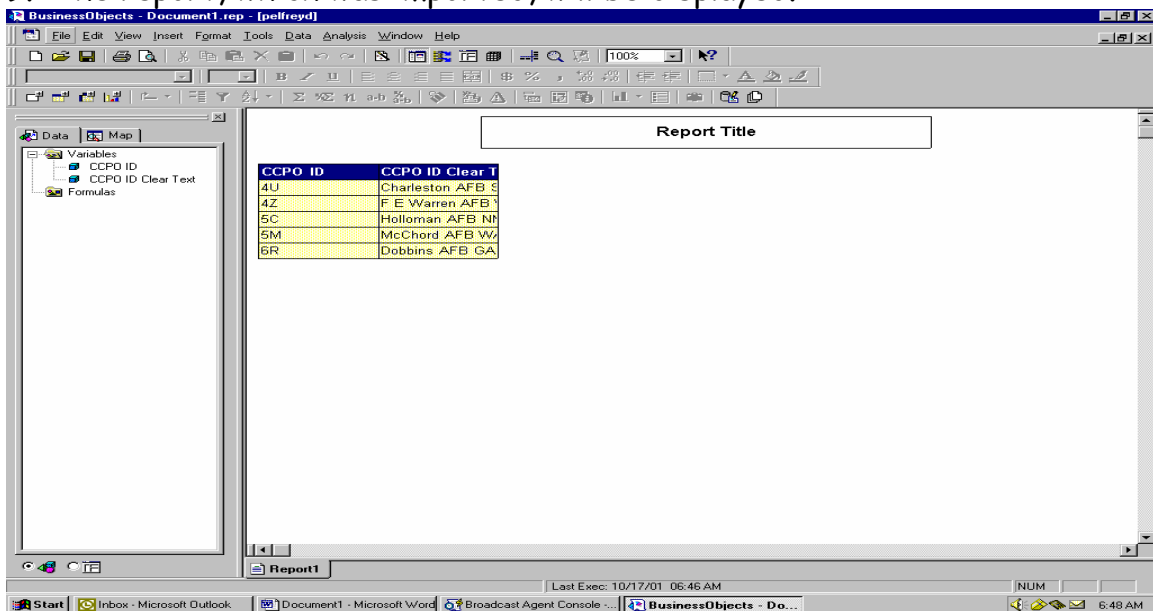
7. To open the document you retrieved from Broadcast Agent click on File, then Open.



8. Highlight the document you retrieved and click on the Open button.

9. The report, which was imported, will be displayed.



10. From this screen, you can save the report to your hard drive by clicking File, then save. The document will automatically be saved with the .rep name displayed in the blue border at the top of the screen. You may save the document as a different title by choosing Save As versus Save. The default directory will be under the UserDocs directory.